



EXPEDITED PERMIT FOR MINOR TENANT IMPROVEMENT WORK

City of Redmond Qualification Sheet

Expedited building permits may be issued for minor commercial tenant improvement work for *retail* or *office* space only. Examples include:

- adding, moving, or replacing a door or relite in a wall of a room;
- replacing sheetrock on an interior wall in the same location;
- adding a wall to divide a room into two smaller rooms;
- removing a wall to create a larger room; or
- adding, moving, or replacing supporting grid for suspended acoustical ceiling tile.

Qualification Checklist: *If the answer to any of the following questions is "yes", the work does NOT qualify for an expedited permit..... NO EXCEPTIONS:*

Yes No

- | | | |
|--------------------------|--------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <input type="checkbox"/> | <input type="checkbox"/> | 1. Are structural changes being made? |
| <input type="checkbox"/> | <input type="checkbox"/> | 2. Are rated walls, corridors, occupancy separation walls or exits being built or altered? |
| <input type="checkbox"/> | <input type="checkbox"/> | 3. Will hazardous materials be used or stored on site or is there a warehouse which includes high pile (more than 12 ft. in height) storage of combustible materials? |
| <input type="checkbox"/> | <input type="checkbox"/> | 4. Does the scope of work include exterior changes to the building?
(Exterior changes to wall, storefront, doors, windows, etc.) |
| <input type="checkbox"/> | <input type="checkbox"/> | 5. Is the current use other than retail (Group M) or office (Group B) ? |
| <input type="checkbox"/> | <input type="checkbox"/> | 6. Is the current use being changed? |

The standard Tenant Improvement Submittal Requirements must be included with your Expedited Permit application. **(The Occupant's Statement of Intended Use is NOT Required.)**

A Building Plans Examiner will review your submittal for accuracy, completeness and determine if the project qualifies as expedited. ***Depending upon staffing availability and complexity of plans, expedited permits will usually be reviewed within five working days.***

NOTE: Expedited permits will not be issued at the time of application.

If it is determined that your project exceeds the scope of work of an expedited permit, the **permit becomes null and void**. A new permit application along with plans depicting the actual scope of work shall be submitted for review and approval via the standard permit process. ***Additional plan review and permit fees will be charged -- expedited permit fees are non-refundable.***

Please visit our website at:

<http://www.redmond.gov/insidecityhall/planning/planning.asp>

or call our Permit Center at 425-556-2473

Accepted as Expedited Permit by:

Date: